



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE  
5158 BLACKHAWK ROAD  
ABERDEEN PROVING GROUND, MARYLAND 21010-5403

MCHB-TS

1 December 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program -  
Policy Memorandum No. 10

1. Purpose. The US Army Center for Health Promotion and Preventive Medicine (USACHPPM) has established a formal Memorandum of Agreement (MOA) with the US Department of Energy (DOE) for participation in the Oak Ridge Institute for Science and Education (ORISE) programs. This memorandum will document the procedures for ORISE internship programs at USACHPPM, and other organizations supported by the established agreement.
2. Background. The ORISE Program offers an excellent opportunity for the Army in general, and specifically, the Army Medical Department, to help develop scientists, engineers and health professionals critical to the technical infrastructure of the nation. Those who complete this comprehensive training program will be experienced, more mature potential employees for Army and Department of Defense (DOD) organizations, DOD contractors, as well as the civilian community.
  - a. Under Executive Order (EO) No. 12821, Improving Mathematics and Science Education in Support of the National Education Goals, dated 16 November 1992, all departments and agencies that have a scientific mission and employ significant numbers of scientists, mathematicians, and engineers are directed to establish training and educational programs to advance science and mathematics to meet the National Education Goals. The EO specifically mentions DOE and encourages it to help in the development of these programs. One of these programs is the ORISE participation program, and DOE has indicated a willingness to assist other Federal agencies to establish similar programs.
  - b. The ORISE is operated by Oak Ridge Associated Universities (ORAU) for the DOE. The ORISE was established to broaden the base of scientists and engineers and give participants research experience in their related field of study. The ORISE offers programs in science and engineering education, mathematics, computer applications, training and management systems, medical sciences, and energy and environmental systems.

MCHB-TS

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program - Policy Memorandum No. 10

c. The ORISE Program at USACHPPM is inherently an educational outreach endeavor. It is intended to provide formal classroom training, mentoring, participation in research projects, and a wealth of practical hands-on experience, specifically in the areas of preventive medicine, health promotion, occupational and environmental health, and related technical disciplines.

3. Programs. A brief description of the major ORISE programs at USACHPPM follows:

a. Student Research Participation Program - This program provides high school juniors or seniors, undergraduate students, or graduate students the opportunity to participate in scientific and technical activities associated with USACHPPM. The program is intended to enhance the educational development of such students by providing practical experiences closely related to their academic pursuits. Because this initiative is directed toward full- and part-time students, it is set up to accommodate a variety of levels of participation. To allow for smooth transitions, a minimum of two weeks notice should be given between changes in pattern. Recommended schedules are presented in Table 1 of the Enclosure.

b. Certificate Research Participation Program - Individuals who are currently pursuing, or have received within one year of start date, a certificate in an appropriate science, engineering, or technology discipline are eligible for appointment. This initiative encourages continued education, while studying new technologies. This formalized program supplements the individuals existing degree.

c. Guest Lecturer - This program provides short-term research visits (less than 2 weeks) for collaborative research that is related to USACHPPM's ongoing research mission. The guest lecturers may be full-time faculty members and graduate students from US colleges and universities, researchers from the private sector, or retired scientists.

d. Postgraduate Research Participation Program - This program provides recent graduates (within the past 3 years) with a post-associates, bachelors, masters, doctorate, or post-doctorate credential in an appropriate science, engineering, or technology discipline the opportunity to participate in the related activities associated with USACHPPM. This program is intended to enhance the background and experience of such individuals, and to give them an opportunity to make a research contribution in their chosen field of study.

e. Faculty Research Participation Program - This program provides research opportunities for primary and secondary educators, as well as, college and university faculty members in the areas of science, mathematics, engineering, and other technically related fields. Faculty members

MCHB-TS

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program -  
Policy Memorandum No. 10

receive a monthly stipend based on their regular salaries. Participants with sabbatical leave appointments are expected to have at least one-half of their salary paid by their home institutions. These appointments can be for 10 to 12 weeks during the summer, for a semester during the school year, or in the case of a sabbatical, for a period up to a year.

4. Responsibilities. In order to fulfill the responsibilities contained in the MOA, the Commander will appoint a USACHPPM Program Coordinator. As of this date, Mr. Stephen L. Kistner has been and will continue to serve in this capacity. The duties of this position, and those of other principal players, are outlined below:

a. The USACHPPM Program Coordinator will:

(1) Approve certification and selection forms for USACHPPM (or other participating organizations).

(2) Serve as liaison, resolving issues which arise between USACHPPM (or other participating organizations) and ORISE.

(3) Establish overhead rates with ORISE for budgeting and planning purposes.

(4) Provide current copies of the USACHPPM policy, and Mentors' and Participants' Handbooks to all applicable parties.

(5) Ensure that adequate training and research experience opportunities are provided to all USACHPPM (or other participating organization) participants.

(6) Provide an opportunity for participants who need medical screening to obtain physical examinations on an annual basis.

(7) Apprise USACHPPM Program Officials of the necessity for participants to obtain liability insurance protection through ORISE for those participants who are required to drive government vehicles in order to conduct their research assignment.

(8) Assist in establishing program policies and procedures.

b. The ORISE Program Representative will:

(1) Finalize research program descriptions.

MCHB-TS

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program -  
Policy Memorandum No. 10

(2) Develop and distribute application materials in response to requests from individuals, and receive and process applications.

(3) Forward potential candidates' applications and supporting information to Selecting Official for review.

(4) Provide administrative support in offering and making appointments to applicants selected in consultation with USACHPPM.

(5) Monitor the progress of participants.

(6) Meet with the USACHPPM personnel periodically to discuss program activities, program management, administration, and implementation.

(7) Review program guidelines and operating procedures.

(8) Meet with participants at USACHPPM facilities periodically to observe the training and educational activities of participants.

(9) Conduct follow-ups with participants and Selecting Official to evaluate effectiveness.

(10) Assess activities related to program objectives, and document the degree to which the objectives are met.

(11) Conduct exit surveys of internal participants leaving the program.

(12) Review and recommend stipend rate to Selecting Official. Recommendations will be made according to ORISE and the USACHPPM policy guidance (Table 1, enclosure).

(13) Prepare cost estimates for Selecting Official.

(14) Coordinate funding transfers between the USACHPPM (or other participating organization) and the DOE/ORISE.

(15) Provide account balance information to applicable USACHPPM personnel.

MCHB-TS

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program -  
Policy Memorandum No. 10

c. The Selecting Official will:

(1) Identify educational level, major, and provide a written research program description to the ORISE Program Coordinator.

(2) Provide funding in a timely manner to the ORISE Program Representative to support the assignment.

(3) Review candidates' applications and identify candidates for appointment.

(4) Determine the stipend rate for the candidate (Table 2, enclosure). If a rate exceeds the range, a memorandum documenting the reason(s) for this decision will be prepared and submitted to the USACHPPM Program Coordinator.

(5) Appoint a mentor for the selected candidate and provide to the mentor the name, address, phone number, and the branch/office/program of the selected ORISE participant.

(6) Inform the ORISE Program Coordinator of any anticipated changes to a candidate's status.

(7) Determine security requirements as outlined in Memorandum, MCHB-CS, 6 Dec 94, subject: ORISE Program Information.

(8) Endorse renewal request from participant, recommend stipend rate, and forward this information to the ORISE Program Coordinator.

(9) Describe the research project to participants.

(10) Assist ORISE in assessing and reporting program activities by providing information on activities and contributions of participants.

d. The Mentor will:

(1) Contact the participant by telephone to introduce himself/herself, and offer assistance for relocation, if applicable (see Mentors' Handbook).

(2) Meet the participant on his/her first day to introduce himself/herself to branch/program/division personnel. Mentors will acquaint the participant with the USACHPPM, on-

MCHB-TS

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program -  
Policy Memorandum No. 10

post facilities, and the surrounding locale; will provide assistance and information as required; and will schedule an appointment with the USACHPPM Security Office (see Mentors' Handbook).

(3) Prepare an Individual Development Plan (IDP) as outlined in the Mentors' Handbook. Since training is the cornerstone of the ORISE Research Participation Program, the IDP should include formal short courses, continuing hands-on training, applicable registrations/certifications, and professional conferences. The intent of the IDP is to ensure that the participant has the best possible learning opportunity, and that the Army benefits to the maximum extent possible from the knowledge, skills, and abilities of the participant during the appointment period.

(4) Provide day-to-day feedback and support related to ongoing research efforts.

e. The Deputy Chief of Staff for Resource Management (DCSRM) will:

(1) Provide ORISE with information on the number of appointments desired and the funding available for each.

(2) Direct fund transfers to DOE/ORISE.

(3) In-process all ORISE participants.

(4) Arrange for participants to obtain identification cards.

(5) Prepare and issue DD Form 448, Military Interdepartmental Purchase Requests (MIPRs), to DOE/ORISE.

(6) Resolve billing inquiries and/or questions with ORISE staff.

f. The ORISE participant will:

(1) Fulfill any contingencies as stated in the appointment offer letter.

(2) Complete in-processing requirements to include DCSRM, Security Office, and ORISE Program Representative (Ms. Diane Lewis).

(3) Prepare a summary at the end of each annual appointment period (or at the end of ORISE program involvement) documenting his/her research accomplishments. The summary

MCHB-TS

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program -  
Policy Memorandum No. 10

will provide an overview of his/her research activities; identify applicable publications and/or technical reports impacted by his/her participation; and where appropriate, include a copy of such publications (or a formal reference if distribution restrictions prohibit release of such reports outside of the Army/DOD)(see Participants' Handbook, Section *Conditions and Obligations*, para 7-8).

5. General Issues. Personnel affiliated with this program should refer to the Mentor and/or Participant Handbooks for updated administrative procedures. General guidelines include the following:

a. Program Coordinator. Ms. Joanne Rasnake, is the ORISE Program Representative, [telephone (410) 436-7257 or email [Joanne.Rasnake@us.army.mil](mailto:Joanne.Rasnake@us.army.mil)]. All actions associated with these efforts will be coordinated with her or Ms. Diane Lewis, [(410) 436-5461 or email [Diane.Lewis2@us.army.mil](mailto:Diane.Lewis2@us.army.mil)], to ensure adherence to program requirements.

b. External Customers. All USACHPPM Program Managers will coordinate with Mr. Stephen L. Kistner, the USACHPPM Program Coordinator, (410)436-2307, regarding external customers' use of this program. All external customers will provide a written research program description prior to a decision on utilization of this agreement. Any organization external to USACHPPM using this agreement will be assessed a five percent overhead charge to offset the USACHPPM administrative costs associated with placing the participant.

c. Travel Funds. If any selecting official or mentor uses established ORISE funding to cover travel costs, it should be understood that they will be incurring the ORISE burden rate as an added factor.

d. Training. Training of participants can be accomplished using USACHPPM funds that were transferred to ORISE in support of the participant's appointment. It must be understood, however, that such training should be directly related to their research project efforts. Training associated with computer skills, presentation skills, increasing overall effectiveness, or technically related courses can be provided subject to the sponsor's concurrence and availability of funds. Because of the technical nature of the program, USACHPPM policy will not support leadership or management training.

e. Recruiting. Recruiting potential participants can be accomplished by the host installation, ORISE, and/or USACHPPM. Determining the eligibility and appointment of the participant will be made by ORISE.

MCHB-TS

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program -  
Policy Memorandum No. 10

f. Files. All official IDPs, Project Descriptions, Selection/Renewal Forms, and Certifications of Start Date will be maintained by the ORISE Program Representative. All such records will be subject to disclosure according to the provisions and procedures of the Privacy Act of 1974.

g. Stipend. The participants are not employees of the government, USACHPPM, DOE, ORISE/ORAU, etc. They are appointed through the ORISE program to participate in the research and development activities of the host organization, and receive a monthly stipend (refer to the enclosure for guidance in determining stipend rate).

h. Absences. Since participants in the ORISE Program at USACHPPM are not employees, they do not formally earn annual or sick leave. Recognizing that breaks in academia calendars are desirable and routinely observed by colleges and universities, the following guidelines are established for full-time participants.

(1) Up to 12 days per year of absence, excluding weekends and scheduled holidays observed by USACHPPM are permitted without reduction in the participant's stipend.

(2) Up to 12 days per year of absence are permitted for illness without a reduction in the participant's stipend.

(3) Emergency leave for serious family illness, death, etc., are to be handled on a case-by-case basis. The absences are at the discretion of the participant's mentor. Proportional adjustments in granting absences are to be made for appointments of more or less than 12 months.

i. Participation Schedule. The participation schedule is established by the participant and the mentor and generally follows the hours of the facility where the participant is assigned. Since the participant is not an employee, no provisions are made for overtime pay. Periodic adjustments to the participant's schedule may be agreed to by the mentor and the participant. The participant will submit a daily schedule to the mentor for approval. If other than full-time participation, the mentor will approve the schedule and provide same to the ORISE Program Representative for implementation. Schedule changes should be identified on the Pattern Participation Form for the entire appointment and submitted two weeks in advance of the anticipated change (Table 1, enclosure).



MCHB-TS

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program -  
Policy Memorandum No. 10

j. Health Insurance. Participants are required to have health insurance coverage prior to appointment. Health plans are available through ORISE for postgraduate appointments. Coverage is at the expense of the participant.

k. Disciplinary Action and/or Termination of a Participant. Participants can be disciplined or terminated from the Program at the discretion of the Selecting Official/Mentor, and in coordination with the USACHPPM Program Coordinator. Under such circumstances, it is encouraged that the participant be treated with the same due process and counseling given to Federal employees. Typical steps taken in an action of this nature include:

(1) Formal, documented counseling to ensure that the participant understands that a problem exists.

(2) Suspension (without pay) depending upon the gravity of the problem.

(3) If above measures do not rectify the situation, termination from the Program may be exercised.

It is hoped that any potential problems could be resolved at a much lower level of effort.

l. Government property. Participants are responsible for government property in their possession and can be held personally liable for damage, destruction, or loss of government property if such damage/loss is determined to be attributable to them through the Department of Army Process (AR 735-5).

m. Identification Cards. Each participant should be issued a civilian ID card with contractor status from his or her host activity, citing proposal number 0955-0955-92 as contract number.

n. Citizenship. All participants in the ORISE Program must be US citizens.

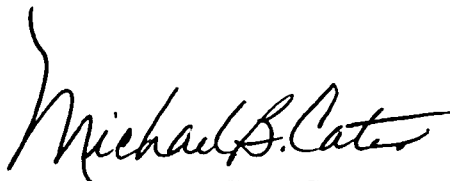
o. Foreign Travel Requests. All foreign travel requests need to be coordinated with the ORISE office 75 days prior to planned travel. Travel outside of Continental United States (OCONUS) does not include Hawaii, Alaska, Puerto Rico, and the Midway Islands (to include Wake Island).

6. Implementation. This policy supersedes Memorandum, MCHB-CG, 29 August 2000, SAB, and is effective immediately and will remain in effect until changed. It further authorizes

MCHB-TS

SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program -  
Policy Memorandum No. 10

administrative program changes to be outlined in detail in the Mentor and Participant Handbooks  
for USACHPPM.

A handwritten signature in black ink, reading "Michael B. Cates". The signature is fluid and cursive, with a large initial "M" and a stylized "C".

MICHAEL B. CATES  
Colonel, USA  
Commanding

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Stipend Guidance for Research Participation Programs  
Administered by the Oak Ridge Institute for Science and Education  
(ORISE)

Table 1. Participation Patterns for the Student Internship Program.

Pattern A: 20% of full-time	(Ex: 1 eight-hour day per week)
Pattern B: 25% of full-time	(Ex: 5 quarter-days per week)
Pattern C: 40% of full-time	(Ex: 2 eight-hour days per week)
Pattern D: 50% of full-time	(Ex: 5 half-days per week)
Pattern E: 60% of full-time	(Ex: 3 eight-hour days per week)
Pattern F: 75% of full-time	(Ex: 5 six-hour days per week)
Pattern G: 80% of full-time	(Ex: 4 eight-hour days per week)
Pattern H: 100% of full-time	(Ex: 5 eight-hour days per week)

Table 2. Stipend Ranges for the Research Participation Programs.

Student Program	
Year of Study	Monthly Range*
High-School	\$1678 – 1774 (GS-2/1 – 2/3)
Freshman	\$1831 – 1953 (GS-3/1 – 3/3)
Sophomore	\$1953 – 2055 (GS-3/3 – 4/1)
Junior	\$2055 – 2192 (GS-4/1 – 4/3)
Senior	\$2192 – 2300 (GS-4/3 – 5/1)
Graduate Students	
Master	\$2300 – 2849 (GS-5/1 – 7/1)
Doctorate	\$3485 – 4216 (GS-9/1 – 11/1)

Postgraduate Program	
	Monthly Range*
Associate	\$2055 – 2300 (GS-4/1 – 5/1)
Bachelor	\$2300 – 2607 (GS-5/1 – 5/5)
Bachelor-hard to fill	\$2563 – 2905 (GS-6/1 – 6/5)
Master	\$2849 – 3485 (GS-7/1 – 9/1)
Master-hard to fill	\$3485 - 3949 (GS-9/1 – 9/5)
Doctorate	\$4216 – 5053 (GS-11/1 – 12/1)
Doctorate-hard to fill	\$5053 – 6009 (GS-12/1 – 13/1)

\*Based upon Baltimore/Washington locality rate

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These ranges are to be considered as starting rates, and any subsequent increases based upon an advanced degree and/or research contributions will be the call of the mentor. Such considerations should be evaluated on a 6-month basis (i.e. in December and in May). Furthermore, the rate is based upon the number of years of college and equivalent experience. The area of research takes precedence over academic discipline.

If a recommended rate exceeds the above criteria, a memorandum documenting the reasons for this decision will be submitted to the USACHPPM Program Coordinator for information.

The low end of the scale range should be considered for the stipend rate of candidates meeting minimum ORISE Program requirements. The high end of the scale range should be used for those candidates offering both education and related experience in excess of minimum qualification requirements. (Note: In the determination of the assigned rate, the selecting official may want to consider whether the candidate is currently covered under a medical insurance plan, and possibly augment the stipend rate accordingly. The participant is required to be covered by medical insurance at the time of his or her appointment.)

An increase in stipend rate of up to a maximum of 20 percent can be considered for a second/third-year participant based upon increased academic preparation and knowledge acquired through participation at USACHPPM.

Postgraduate participants who return to school may be eligible for conversion into the Student Program. If a schedule change results in a part-time appointment, they will receive a pro-rated stipend based upon the percentage of full-time participation during the month.

Additional information can be obtained from the ORISE Program Coordinator regarding stipend rates for OCONUS assignments.